

## **Introduction**

**The purpose of requiring these procedures is to ensure that tanning facility owners/managers will develop a policy for operators to be trained in the appropriate use of the tanning equipment.**

These procedures are designed to meet the **minimum requirements** for **Certification of Registration**. Additions can be incorporated into the contents of these procedures to conform to individual business needs. However, any changes to the approved operating procedures shall be submitted to the Department in writing. The registrant must not incorporate the changes into the operating procedures until the Department has approved the changes in writing. The operating procedures must be available at all times to operators and Department inspectors. The procedures shall include, but not be limited to: Instructions to Consumers; Equipment Operation; Sanitation; Tanning Equipment Testing and Maintenance; Consumer Reports of Actual or Alleged Ultraviolet Radiation Injury; and Tanning Equipment Operator Training.

Along with the items specified in your operating procedures you are required to have a Formal Training Certificate, and documented Facility Specific Operator Training Form for each operator. Also, you must have a copy of R61-106 Tanning Facility Regulations.

We strongly recommend that you develop a detailed **procedures notebook or folder** that contains the following: Instructions to Consumers; a sample of your Consumer Warning/Consent Form; a sample of your client card and associated records; procedures for tanning equipment testing and maintenance; blank and completed forms used for timer and off switch testing and maintenance; procedures for reporting actual or alleged ultraviolet radiation injury; a blank copy of the Injury Form (DHEC 0827); Users= Instruction Manual for each model of tanning equipment; a copy of the completed application and approval letter; name and address of any current lamp supplier and serviceperson; a copy of instructions and 21 CFR 1040.20 certification for each type of eyewear sold or available; information on protective eyewear sanitizer; documented Facility Specific Training for each operator; lamp equivalency documentation, if applicable; and a copy of any service reports or invoices.

Note that items containing the wording “**Shall**” or “**Must**” indicate requirements and items containing the wording “**Should**” indicate recommendations.

## **I. INSTRUCTIONS TO CONSUMERS**

1. **All Consumers.** Prior to initial exposure a **formally trained operator shall** require that each consumer sign and date a warning statement that the information in Sections 4.2.3, 4.2.4, 4.2.5, and 4.2.6 has been read and understood. The tanning facility operator **shall** require the consumer to complete a detailed medical and skin history form. An operator **shall** review the warning statement, medical, and skin history information prior to the consumer’s initial visit or upon any resubmission of this information. The documents must be signed and dated on a consumer’s initial visit, and must be renewed at least annually thereafter.

2. **For Illiterate or Visually Impaired Persons Unable to Sign Their Name.** The warnings in Sections 4.2.3, 4.2.4, 4.2.5, and 4.2.6 **shall** be read by a **Formally Trained Operator**, in the presence of a witness. Once the illiterate or visually impaired person has understood these sections, the witness and the operator shall sign and date the statement.
3. **Minors.** A **formally trained operator shall** require that a minor (under the age of 18) sign the Warning Statement and a consent form acknowledging use of tanning equipment. **Prior to the first tanning session the minor's parent or legal guardian shall** sign the statement **in the presence of a formally trained operator.**
4. **Completion of Tanning Profile or Client Card.** Each consumer **shall** complete a detailed tanning profile or client card **prior to** their initial visit. **Client cards shall not be shared. A formally trained operator shall** require the consumer to complete the client card and shall review questions concerning skin type, medications, skin sensitivity and personal medical information. **A formally trained operator shall** ensure the information contained in the client card is complete and accurate to the best of his or her ability. The information contained on the card should be updated at least yearly or maintained continually during the consumer's patronage of the facility. **A formally trained operator is required to determine the initial exposure time and subsequent exposures times.**
5. **Consumer Use of Medications.** Consumer use of medications **shall** be determined by a **formally trained operator** upon the initial visit by the consumer. Under certain conditions, a pathological skin reaction may occur even with normally sensitive skin. Certain chemical substances contained in various drugs, perfumes, foods or cosmetics can result in a photoallergic reaction. Caution should be exercised when exposing any individual ingesting or topically applying drugs for treatment. If in doubt, have consumer consult their doctor or pharmacist prior to tanning. **A Potentially Photosensitizing Drugs and Substances List shall be readily available at all times.** It is strongly recommended for the operator to consult with a pharmacist if there are any questions as to whether or not a drug or substance is photosensitizing. In the event a client is on medication, it is required that the medication(s) be listed on the client card.
6. **Suitability of Consumer Use of the Tanning Equipment.** Suitability of consumer use **shall be determined by a formally trained operator** by means of reviewing all relevant information, such as tanning history, skin type and condition, medications, medical history, etc. If a consumer meets the basic profile of tanning (such as **not** a Type I skin type), then the initial exposure duration **shall be determined by a formally trained operator.** The exposure duration should meet the requirements of FDA product labeling at the time of manufacture. **The recommended exposure time shall be determined only by a formally trained and facility specific trained operator.** The sequential spacing of exposures (how many hours or days a consumer must wait between tanning sessions or how many sessions a week are allowed) should not be in excess of the FDA product labeling. Although not recommended, the registrant may allow a consumer to exceed the manufacturer's recommended exposure schedule **provided** the facility has submitted an **Alternate**

**Exposure Schedule** that has been **approved** by the Department. **The Department strongly recommends that all operators follow the manufacturer's recommended exposure schedule.**

7. **Use of Protective Eyewear.** Each time a consumer tans they **shall** have protective eyewear compliant with the Food and Drug Administration's Regulations [21 CFR 1040.20(c)(4)]. **A formally trained operator shall** instruct the consumer in the proper use of the eyewear **prior to** allowing the consumer to tan for the first time. As applicable, the eyewear **shall** be inspected for cracks and worn or missing straps. **Consumers refusing to wear the protective eyewear shall not be allowed to tan.** **An adequate number of protective eyewear (spares) shall** be available in the event a consumer does not bring their own. The consumer **shall** be instructed to wear the eyewear so it fits properly. If the eyewear is designed to have elastic straps, these **shall** be present. The operator should explain to each consumer, prior to initial exposure, **why** protective eyewear is important. Proper vision must be maintained to ensure consumers can see well enough to maintain their balance as well as locating the emergency cut off switch. Eyewear provided by the facility **shall** be sanitized by a facility employee prior to consumer use (**unless disposable eyewear is used**).

**If consumers are allowed to bring their own eyewear,** an operator **shall** determine the consumer does indeed have it and the eyewear **shall** be inspected for cracks and worn or missing straps. It is strongly recommended that a notation be made on the client card with each visit if a consumer brings his/her own eyewear.

8. **Consumers with Contact Lenses.** If applicable, it is recommended consumers remove hard contact lenses while tanning. It has been determined that the eye may become dehydrated during a tanning session, thus removal will be advantageous. If contacts cannot be removed (ie, disposable or extended wear lenses), the consumer may want to use saline drops in each eye to maintain moisture.

9. **Consumers with Cataracts.** It is strongly recommended that consumers diagnosed to have cataracts or that have had cataract surgery avoid the use of tanning equipment. In addition, those who have had any type of eye surgery should consult their doctor prior to tanning. The facility should document in writing on the client card or consumer warning form that they have warned the customer to consult a physician. It is strongly recommended that if a consumer with cataracts or has had cataract surgery is allowed to tan, a permission statement from the consumer's physician is kept on file.

10. **Consumers with Skin Problems.** Consumers with current or previous skin problems or are especially sensitive to sunlight **shall** be warned to consult their physician prior to using tanning equipment. The facility **shall** document on the client card or consumer warning form that they have warned the consumer to consult a physician. It is strongly recommended that if a consumer with skin problems is allowed to tan, a permission statement from the consumer's physician is kept on file. Consumers with serious disorders or diseases of the skin should be discouraged in using tanning devices. **Note that these consumers could be on highly**

**photosensitizing substances, such as psoralens or Retin-A.**

11. **Consumers with Current or Previous Other Health Conditions** should consult their physician prior to tanning. It is recommended that if a person with a health condition of concern is allowed to tan, a permission statement be kept on file.
12. **Removal of Makeup and Other Substances.** The consumer should be advised to remove all makeup, lotions or sunscreens prior to tanning. Many of these products may aid in skin photosensitivity or aggravate a pre-existing condition.
13. **Nude Tanning.** Consumers wishing to tan nude should be instructed as to exposing the nude parts one-third to one-half of the recommended exposure time until skin pigmentation (color) gradually matches the rest.
14. **Use of Tanning Equipment by Pregnant Consumers.** Use of tanning equipment by pregnant consumers should be strongly discouraged. Those individuals wishing to tan should consult their physician prior to proceeding. It is strongly recommended that if a pregnant consumer is allowed to tan, a physician's permission statement is kept on file.
15. **Tanning of Children.** Tanning of children under the age of 14 years should be strongly discouraged.
16. **Indoor/Outdoor Tanning.** Consumers shall be instructed that tanning indoors and outdoors on the same day or tanning at multiple salons on the same day is hazardous to their health.
17. **Consultation of Records.** The consumer's exposure history records (record of visits and exposure times) **shall** be consulted **prior to** allowing a customer to tan for each visit. This will ensure the appropriate tanning time has been selected.

## **II. EQUIPMENT OPERATION**

1. **Operation of the Tanning Equipment.** Upon their initial visit, an operator **shall** give the consumer complete instructions to the consumer on how to operate the tanning equipment. Examples include: Location of the on-off switch, raising of the canopy to its highest extent by using either the manual handle or use of an electrical lift switch; description of body positioning to include floor markings or comfort positions; and an explanation of how to raise and lower the canopy to its desired position. **The operator shall instruct the consumer as to the location and proper operation of the tanning equipment's emergency cut-off switch.**
2. **Setting of the Equipment's Timer.** **The exposure time shall be determined by a formally trained operator.** The consumer **shall not** be allowed to stay in the tanning unit longer than the manufacturer's recommended exposure time. **It is the registrant's responsibility to ensure that consumers are not allowed to reset the timer for a period of time greater than the manufacturer's recommended**

**exposure time. All tanning equipment shall be provided with an override timer control.** The override timer control **shall** be installed outside of the room where the tanning device is located. Override timers must always be set by trained operators.

3. **Precautions for High Pressure Equipment or Equipment with Facial Tanners.** If the tanning equipment is high pressure, the operator **shall** instruct the consumer about any manufacturer's procedures for turning over half-way through the session, etc. If a tanning unit incorporates a facial tanner, the operator **shall** describe to the consumer how the option is to be used correctly. **SPECIAL NOTE: Equipment with high pressure lamps shall not be used if the filter plate is damaged, broken, or missing. Use of the tanning equipment in this condition may result in serious burns.**

4. **Alternate Exposure Schedule.** If the maximum exposure time is reduced (such as 30 minutes to 20 minutes for easier scheduling), it is required that the alternate tanning schedule (that must be approved by the Department) be written down and incorporated in with the operating procedures. The tanning schedule **shall** be designed in accordance with the skin types described in **Appendix A** and **Section 2.3.3** of the Tanning Regulations.

### III. SANITATION

1. **Tanning Equipment Sanitation.** After each consumer use, the tanning equipment **shall** be properly cleaned with an EPA or DHEC approved sanitizer and **shall** be cleaned by a facility employee. The sanitizer **shall** be intended for use on tanning equipment and **shall** be mixed according to the directions stated on the container. Areas such as the pillows, handles, acrylic surfaces and other areas that come in contact with the consumer **shall** be properly sanitized.

**Pillows.** Vinyl pillows **shall** be routinely inspected by a facility employee. If the vinyl on the pillow is split, bacteria and viruses can live inside the warm foam. Any split or cracked pillow **shall** be replaced or repaired immediately. All pillows **shall** be sanitized after each use.

**Acrylic.** Excessive scratches and cracks in acrylic can also harbor disease-causing organisms. Mildly cracked or crazed acrylic should be replaced. Severely cracked acrylic **shall** be replaced immediately if the crack(s) could result in injury to the consumer from the crack itself or from touching the ultraviolet lamps.

Name of tanning equipment sanitizer \_\_\_\_\_

Instructions for mixing \_\_\_\_\_

2. **Protective Eyewear Sanitation.** Facility eyewear **shall** be sanitized prior to consumer use (unless disposable eyewear is available) by a facility employee. The sanitizer used **shall** be appropriate for use on eyewear and mixed according to the manufacturer's instructions. The eyewear **shall** be cleaned to remove buildup of mascara, etc. Straps **shall** also be sanitized. The eyewear **shall** be soaked if indicated by the sanitizer manufacturer.

Name of eyewear sanitizer \_\_\_\_\_

Instructions for mixing \_\_\_\_\_

#### IV. TANNING EQUIPMENT TESTING AND MAINTENANCE

1. **Lamp and/or Filter Replacement.** Lamps and filters **shall be purchased from a vendor registered with the Department.** The tanning facility registrant **shall** ensure replacement of defective ultraviolet lamps or filters with a type recommended and specified by the tanning equipment manufacturer. Replacement lamps or filters **shall** have accompanying FDA compliancy information to determine equivalency or certification. In the event a lamp is used that is not specifically recommended by the tanning equipment manufacturer, **a compliant equivalency document shall be obtained from the lamp vendor and maintained at the facility.**

2. **Lamp Equivalency.** The registrant is responsible for knowing the recommended lamp to be used in each tanning device and for determining if a replacement lamp is equivalent. If the recommended lamp is not in use, an equivalency document **shall** be obtained from the lamp manufacturer at the time of the lamp purchase. The document **shall** be reviewed to ascertain if it is compliant. This document **shall** be maintained with other records.

3. **Lamp Replacement Frequency.** The registrant should ensure replacement of ultraviolet lamps at the frequency specified by the manufacturer of the product.

4. **Required Quarterly Testing.** The registrant **shall**, upon initial installation and at least quarterly, check the emergency off switch and timers to ensure correct operation. The results **shall** be documented in writing. Each timer must be tested at the tanning equipment manufacturer's recommended **maximum** exposure time.

**Emergency cut-off switch.** The tanning equipment **shall** upon initial installation and at least quarterly, be tested to ensure the consumer is able to terminate the radiation manually, such as by using an emergency exposure cut off switch.

**Timer accuracy.** The timer accuracy **shall**, also be tested upon initial installation and at least quarterly. In addition to recording the date of the test, the indicated and measured times **shall** also be recorded. If the facial timer is separate, this **shall** also be checked for accuracy.

5. **Maintenance Recommendations.** The Department suggests the recommended maintenance schedule be followed as listed in the Users= Instruction Manual, which is required to be available and kept at the facility. However, in the event a maintenance schedule is not available, at the absolute minimum, the tanning equipment should be cleaned (particularly cooling fans), reflectors polished, lamps wiped off and acrylic cleaned and polished, top and bottom, every 250 hours of use. Operations around electrical components should only be performed by persons knowledgeable or trained in these procedures. **The Department of Health and Environmental Control assumes no responsibility for any damage incurred by following this schedule.**

6. **Testing Requiring Exposure to UV Radiation.** If any testing or maintenance will be performed that requires exposure to UV radiation from the tanning equipment, protective eyewear shall be worn. Clear or tinted UV-protective eyewear is readily available and can be purchased in a safety glasses design with side shields.

## V. RECORDS

1. **Consumer records.** These shall be kept in an organized manner and shall be maintained for at least two years .

**Visits, dates, exposure time.** A record of the consumer's total number of tanning visits, dates and duration of tanning exposures **shall** be maintained at the facility.

**Room number.** If more than one unit is present and any unit has a different exposure schedule, the room number **shall** be recorded. In all other cases, (such as facilities with more that one tanning unit not specifically located in a men's or women's area), the room number must also be recorded.

**Skin type.** If tanning equipment has exposure times that vary according to skin type for a given week or time interval, the skin type **shall** be recorded and located so the operator can use this information to determine exposure times for subsequent visits.

2. **Documentation of Repairs/Lamp Replacement/Maintenance.** Invoices **shall** be kept for at least two years documenting repairs and the purchase or replacement of lamps. Lamp equivalency documents **shall** be maintained. All equipment maintenance should be documented in a maintenance log. Dates, maintenance performed, and the individual's name or initials performing the maintenance should be recorded in the log.

3. **Quarterly Testing Records.** Documentation **shall** be kept of required quarterly emergency off switch and timer accuracy tests. The date, indicated and measured times **shall** be recorded for the timer accuracy tests.

4. **Training Records.** The registrant **shall** maintain records of Facility Specific Taining, Formal Training, and Temporary Training (if applicable) for all current operators in order to show compliance with R61.106 Section 5.5, 5.6, and 5.7.

## VI. DHEC WARNING SIGNS / DHEC INSPECTION RESULTS

1. **Injury Information.** The DHEC Injury sign must be posted in the immediate proximity of each tanning unit. It must be clearly visible and not obstructed. The consumer must be able to view the sign prior to energizing the tanning unit.
2. **Posting of Inspection Results.** The results from the DHEC inspection **shall** be posted in a clearly visible area not obstructed by any barrier, equipment, or other object. It **must** be easily viewed by the consumer prior to entering any tanning unit. The inspection results **shall not** be removed until the next Department inspection is conducted. The facility may post its response to the inspection and / or the Department's inspection compliance letter alongside or near the inspection results. These letters **cannot** be posted over or on top of the inspection results.

## VII. CONSUMER REPORTS OF ACTUAL OR ALLEGED ULTRAVIOLET RADIATION INJURY

1. **Policy for Injuries.** The registrant **shall** ensure that a policy is enacted to address handling of consumer complaints involving actual or alleged UV radiation injury. Each tanning facility operator **shall** be familiar with these procedures. The following procedures may be used: If a whole body significant overexposure (such as from a faulty timer) to ultraviolet radiation occurs, **the effects may be delayed several hours.** However, medical advice should be sought immediately. In some cases, rehydration therapy may need to start immediately. The attending physician needs to be told the amount of time the customer was supposed to tan versus the actual time tanned.

**Whole body injuries.** If whole body injury **develops** from exposure to ultraviolet light in tanning facilities, medical advice should be sought. Exposure to the ultraviolet radiation should cease at once. For mild sunburn (**erythema**), cool compresses are helpful. Soaking with **Aveeno Oilated Oatmeal**, cold cream, and other bland medications are fine for mild burns. Do not use **Acaine** anesthetics, which could induce severe allergy.

**Eye injuries.** If an eye injury is noted, **immediate** referral to an Emergency Room or Ophthalmologist (**not an Optometrist or Optician**) is required.

2. **Reporting System.** The registrant injury reporting system **shall** be in accordance with the requirements of R61.106 Section 4.4 or the DHEC Report of Injury Form (DHEC 0827) may be used. The consumer that is injured or allegedly injured must report the injury within **seventy-two hours** of the occurrence. The registrant **shall** submit to the Agency a **WRITTEN REPORT** of consumer injury for which a consumer complaint was made, a physician was consulted or medical attention was sought or obtained. This report **shall** be submitted to the Agency **WITHIN 5 WORKING DAYS** after the occurrence and include the following as a minimum:

- a. The name, addresses, and telephone number of the injured person.
- b. The tanning facility name, addresses and phone number.
- c. Name of operator on duty.



- d. Diagnosed or documented injury type for either actual or alleged consumer injury; and name of attending physician, if applicable.
- e. Copy of all the individual's medical, skin, and exposure history.
- f. All other relevant information involving the consumer injury. The exposure time, copy of the consumer's client card, medical reports, operator comments, etc., **shall** be a part of the written report sent to the Department.
- g. Steps taken to prevent recurrence of future injuries.

## VIII. TANNING EQUIPMENT OPERATOR TRAINING

1. **Facility Specific Operator Training.** In addition to Formal Training, each tanning equipment operator **shall** receive Facility Specific Training in the requirements listed in R61.106 Section 5.5 **as a minimum**. The training **shall** take place prior to allowing a consumer to tan. A record of this training **shall** be kept for each operator. If an operator has received **Temporary Operator Training** only, then this operator **shall not** be left alone to function as an operator. The Temporary Operator **shall** immediately successfully complete a formal training class by a DHEC-approved trainer.
2. **Formal training.** **Only a formally trained operator shall be permitted to:**
  - a. Determine skin types
  - b. Determine consumer use of potentially photosensitizing medications
  - c. Review a medical/skin history when initially completed
  - d. Review, sign, and date the Consumer Warning when initially completed
  - e. Review, sign and ensure necessary documentation is completed for minors or illiterate or visually impaired persons
  - f. Instruct a consumer in the proper use of protective eyewear prior to an initial exposure
  - g. Determine exposure times

## Tanning Facility Operating Procedures

**I HAVE REVIEWED AND HEREBY AGREE TO FOLLOW THESE OPERATING PROCEDURES:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

## **Tanning Facility Operating Procedures**

### **Supplement for Equipment Operation**

Item 5, Alternate Exposure Schedule: An Alternate Exposure Schedule (if applicable) can be submitted for approval provided that all information in Section 2.3.3-2.3.3.8 has been completed.

## Tanning Equipment Information

Indicate the information below for each applicable room or attach separately.

Room Number or Name \_\_\_\_\_

Equipment Manufacturer \_\_\_\_\_

Model # \_\_\_\_\_

Serial # \_\_\_\_\_

Manufacture Date \_\_\_\_\_

Users= instruction manual available and kept \_\_\_\_\_

**Recommended lamp(s) to be used (from the users= manual or label) to include facial lamps:**

Manufacturer	Model

**Lamps Currently in use:**

Manufacturer	Model	Purchase Date	Name of Lamp Supplier *	Equivalency Document **

\* THE LAMP SUPPLIER SHALL BE REGISTERED WITH DHEC.

\*\* Indicate if document is available or N/A for not applicable.

**Manufacturer's Recommended Exposure Schedule to Follow (from users= manual or label):**


## Procedures for Determining Exposure Time

The Department strongly recommends following the manufacturer's exposure schedule; however, if you choose to exceed this schedule you must develop procedures for determining exposure time. You may refer to Regulation 2.3.2 when developing these procedures. Base these procedures on your experience as a formally trained operator. Some things your salon may consider are client's skin type, base tan, medical history, medications, and type of equipment offered. If you choose to develop these procedures, send a copy to the Department for review and acceptance.